

## Add a Program

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota  
*login*

Already Registered - [Not sure?](#)

North Dakota  
Login:   
[Forgot Login](#)

Password:   
[Forgot Password](#)

Login

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with **this Online Service**, [please contact North Dakota Department of Public Instruction](#).

## Enter the NDFoods System

### Main Menu

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**Food**

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**Claims and Payments**

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**Food Invoice and Payment**

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**Work Queue**

- You have 37 unread message(s). [View](#)
- Food Surveys (1)
- Claims Not Submitted (28)

## Click on “Sponsor Profile”

### Sponsor Profile

**Details**

**Sponsor:** New Town Public School

**Telephone:** 701-456-2589

**LA No:** 31001

**Fax:**

**Region:** 2 - Minot

**PeopleSoft ID:** 4805

**Mailing Address:** PO BOX 700  
NEW TOWN, ND 58763-0700

**Receive Direct Deposit:** No

**DUNS No:** 15554

**Shipping Address:** PO BOX 700  
NEW TOWN, ND 58763-0700

**County:** Mountrail

**Organization Type:** Public

[Edit Sponsor Details](#)

**Programs** | **Sites** | **Individuals** | **Accounting**

Program	Year	Status	Action
Summer Food (SFSP)	2012	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
School Nutrition (SNP)	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
Special Milk (SMP)	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
School USDA Foods (SCH)	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
Fruits and Vegetables (FFVP)	2014	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
Child and Adult Care (CACFP)	2012	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Add A Program</a>			

## Click on “Add a Program”.

## Add Programs

**Sponsor:** New Town Public School

### Programs Already Participating In

Summer Food (SFSP)  
School Nutrition (SNP)  
Special Milk (SMP)  
School USDA Foods (SCH)  
Fruits and Vegetables (FFVP)  
Child and Adult Care (CACFP)

### \*Select Programs To Participate In

☐ 2013 Commodity Supplemental (CSFP)

Cancel

Add

Select from the available programs by checking the box and click “Add”.

Programs	Sites	Individuals	Accounting
Program	Year	Status	Action
<a href="#">Summer Food (SFSP)</a>	2012	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">School Nutrition (SNP)</a>	2014	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Special Milk (SMP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">School USDA Foods (SCH)</a>	2014	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Fruits and Vegetables (FFVP)</a>	2014	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Commodity Supplemental (CSFP)</a>	2013	Incomplete	<a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Child and Adult Care (CACFP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Add A Program</a>			

[Return](#) [Submit New Program\(s\) to DPI](#)

Click on the link for the new program added to view and update program details.

### Edit Sponsor Commodity Supplemental (CSFP) Details

**Sponsor:** New Town Public School  
**LA No:** 31001  
**Year:** 2013

The following documents must be downloaded, completed and either attached (preferred), or delivered to DPI by mail or fax (701-328-9566).

Document Name	Download	Attached File	Will Deliver
Program Agreement - 54122	<a href="#">PDF</a>   <a href="#">MS Word</a>	<a href="#">Attach</a>	<input checked="" type="checkbox"/>

[Cancel](#) [Save](#)

\*Required

For each program, the information required will be different. Complete and download or attached the necessary forms or check the box that indicates they will be delivered.

Program	Year	Status	Action
<a href="#">Summer Food (SFSP)</a>	2012	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">School Nutrition (SNP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Special Milk (SMP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">School USDA Foods (SCH)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Fruits and Vegetables (FFVP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Commodity Supplemental (CSFP)</a>	2013	Incomplete	<a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Child and Adult Care (CACFP)</a>	2013	Approved	<a href="#">Discontinue</a>   <a href="#">Sites</a>   <a href="#">Individuals</a>
<a href="#">Add A Program</a>			

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[Submit New Program\(s\) to DPI](#)

Before submitting the new program to DPI for approval, the user must add sites and individuals associated with the new program. Click on the Sites tab to view current sites.

Site	Plant No.	Accepts Delivery	Programs	Status	Action
<a href="#">New Town Elementary School</a>	1455	Yes	Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP), Summer Foods (SFSP)	Approved	<a href="#">Discontinue</a>
<a href="#">Add A Site</a>					

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[Submit New Program\(s\) to DPI](#)

The user may choose an existing site to add the new program to, or add a site.

### Add Program

**Sponsor:** New Town Public School

**Site:** New Town Elementary School

#### Programs Already Participating In

Child and Adult Care (CACFP)  
Fruits and Vegetables (FFVP)  
School Nutrition (SNP)  
School USDA Foods (SCH)  
Special Milk (SMP)  
Summer Food (SFSP)

#### \*Select Programs To Participate In

☒ 2013 Commodity Supplemental (CSFP)

[Cancel](#)

[Continue](#)

Select a program by checking the box next to the program name.

## Add Program

### Adding Program(s)

- 2013 Commodity Supplemental (CSFP)

### Please verify site information.

**Sponsor:** New Town Public School

**Name:** New Town Elementary School

**Distribution Type:** Both

**\*Telephone:** 7014562555 (2223334444) **Ext:**

**Fax:** (2223334444)

**\*Administration Type:** Site is Legal Entity of the Sponsor

### Mailing Address

**\*Address:** PO BOX 700 NEW TOWN ND 58763-0700

### Shipping Address

**\*Same as mailing address:** ☒ Yes ☐ No

Cancel

Save

Verify the site information and click "Save"

### Details

**Name:** New Town Elementary School

**Sponsor:** New Town Public School

**Mailing Address:** PO BOX 700  
NEW TOWN, ND 58763-0700

**Shipping Address:** PO BOX 700  
NEW TOWN, ND 58763-0700

**Telephone:** 701-456-2555

**Fax:**

**Plant No:** 1455

**Area Eligibility:** No

**Administration Type:** Site is Legal Entity of the Sponsor

**Distribution Type:** Server and Delivery

[Edit Site Details](#)

### Programs Individuals

Program	Year	Status	Action
<a href="#">Child and Adult Care (CACFP)</a>	2013	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">Commodity Supplemental (CSFP)</a>	2013	Ready To Submit	<a href="#">Individuals</a>
<a href="#">Fruits and Vegetables (FFVP)</a>	2014	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">School Nutrition (SNP)</a>	2014	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">School USDA Foods (SCH)</a>	2014	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">Special Milk (SMP)</a>	2013	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">Summer Food (SFSP)</a>	2012	Approved	<a href="#">Discontinue</a> <a href="#">Individuals</a>
<a href="#">Add A Program</a>			

Return

View Sponsor

Submit New Program(s) to DPI

Click on the Individuals tab to add an individual to the new program.

### Programs Individuals

Name	Role	Telephone	Email	Programs	Action
<a href="#">Carla Wardzinski</a>	Lead Food Service Worker	701-328-2319		Child and Adult Care (CACFP), School Nutrition (SNP), Summer Foods (SFSP)	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Authorized Rep, Finance Manager, Lead Food Service Worker, Record Keeper, USDA Food Rep	701-222-1143	lkschloer@nd.gov	Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP), Summer Foods (SFSP)	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Add An Individual</a>					

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View Sponsor

Submit New Program(s) to DPI

Click "Edit" next to the appropriate individual.

Roles						
Role	Sponsor	Site	Plant No.	Programs	Start	End
Authorized Rep	<a href="#">New Town Public School</a>			Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School USDA Foods (SCH), Summer Foods (SFSP), Special Milk (SMP), School Nutrition (SNP)	12/01/2012	
Finance Manager	<a href="#">New Town Public School</a>			Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School USDA Foods (SCH), Summer Foods (SFSP), Special Milk (SMP), School Nutrition (SNP)	12/01/2012	
Lead Food Service Worker	<a href="#">New Town Public School</a>	<a href="#">New Town Elementary School</a>	1455	Child and Adult Care (CACFP), Summer Foods (SFSP), School Nutrition (SNP)	12/01/2012	
Record Keeper	<a href="#">New Town Public School</a>			Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School USDA Foods (SCH), Summer Foods (SFSP), Special Milk (SMP), School Nutrition (SNP)	12/01/2012	
USDA Food Rep	<a href="#">New Town Public School</a>	<a href="#">New Town Elementary School</a>	1455	School USDA Foods (SCH)	12/01/2012	
<div>Return Edit</div>						

The system will display the roles held by the individual. Click “Edit”.

### Edit Individual

**\*Salutation:** Mr  
**Name:** Marc Bluestone  
**\*Title:** Superintendent  
**Email:** jkshloer@nd.gov  
**\*Primary Telephone:** 7012221143 (2223334444) **Ext:**   
**Secondary Telephone:**  (2223334444) **Ext:**   
**Login ID:** authrep1

#### Mailing Address

**\*Address:** PO BOX 700 NEW TOWN ND 58763-0700

#### Shipping Address

**\*Same as mailing address:** ☐ Yes ☐ No ☒ No Shipping Address

#### \*Roles

Select all the roles this person holds for any site.

- ☒ Authorized Rep
- ☐ Contact
- ☒ Finance Manager
- ☐ Invoice Contact
- ☒ Lead Food Service Worker
- ☐ Owner
- ☒ Record Keeper
- ☒ USDA Food Rep

Cancel Continue

Review the individual information and click “Continue”.

## Edit Individual

### \*Programs

Select all programs where Marc Bluestone serves as a **Authorized Rep.**

- ☒ Child and Adult Care (CACFP)
- ☐ Commodity Supplemental (CSFP)
- ☒ Fruits and Vegetables (FFVP)
- ☒ Summer Food (SFSP)
- ☒ School USDA Foods (SCH)
- ☒ Special Milk (SMP)
- ☒ School Nutrition (SNP)

Select all programs where Marc Bluestone serves as a **Finance Manager.**

- ☒ Child and Adult Care (CACFP)
- ☐ Commodity Supplemental (CSFP)
- ☒ Fruits and Vegetables (FFVP)
- ☒ Summer Food (SFSP)
- ☒ School USDA Foods (SCH)
- ☒ Special Milk (SMP)
- ☒ School Nutrition (SNP)

### \*Sites

Select all sites where Marc Bluestone serves as a **Lead Food Service Worker.**

- ☒ New Town Elementary School

Select all sites where Marc Bluestone serves as a **USDA Food Rep.**

- ☒ New Town Elementary School

[Return](#)[Save](#)

\*Required

Complete the necessary program and site information and click "Save".

Name	Role	Telephone	Email	Programs	Action
<a href="#">Carla Wardzinski</a>	Lead Food Service Worker	701-328-2319		Child and Adult Care (CACFP), School Nutrition (SNP), Summer Foods (SFSP)	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Authorized Rep, Finance Manager, Lead Food Service Worker, Record Keeper, USDA Food Rep	701-222-1143	lkschloer@nd.gov	Child and Adult Care (CACFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP), Summer Foods (SFSP)	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Add An Individual</a>					

[Return](#) [View Sponsor](#) [Submit New Program\(s\) to DPI](#)

Once all of the information has been completed, click on "Submit New Program(s) to DPI".

The information has now been sent to DPI for approval.